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ABSTRACT

This index, changed in the focus of the research as well as in its format, covers business education publications and those related to business education. Priority is given to journals that are essential to research and teaching in the broad business education spectrum with emphasis on information systems (including business communications), business teacher education, and vocational education (primarily marketing education). The publications listed must be available from library sources. Publications are listed alphabetically by subject and by author. Major subjects indexed include accounting; accreditation; administration; associations; automation; business administration; business education; business English; business organization and management; certification; communications; curriculum; educational institutions; employment; equipment and supplies; general education; guidance and counseling; human relations; information management/processing; keyboarding/typewriting; marketing; microcomputers; minorities; paraprofessionals; records management; reprographics; research; reviews; secretaries; shorthand; software; special education; standards; student organizations; teaching; teaching aids; training and development; and word processing. (KC)

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BUSINESS EDUCATION INDEX

1988

**Index of Business Education Articles, Research Studies, and Textbooks Compiled from a
Selected List of Periodicals, Publishers, and Yearbooks Published During the Year 1988**

Volume 49

Edited by

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A NOTE FROM THE EDITOR:

This publication of the *Index* marks a change in the focus of the research interests in business education. The new subject headings, format, and general arrangement of the *Index* reflect that change. My purpose is to make the *Index* as useful as possible for business education researchers. For the past eleven years, Rosemarie McCauley accomplished that task extremely well. I thank her for her years of dedicated service and for helping me in my first year as editor.

In the following pages, you will find information on how to use this *Index*. The editorial policy is stated below. If you have any questions or comments concerning the *Index*, I would welcome your input.

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EDITORIAL POLICY

Publications indexed in the *Business Education Index* will be limited to specific business education publications and those related to business education. Priority will be given to journals that are essential to research and teaching in the broad business education spectrum with emphasis on information systems (including business communications), business teacher education, and vocational education (primarily marketing education).

The publications in the *Index* must provide sufficient information to be of significant use to researchers. Also, the ability to locate journals and magazines from library sources is essential to the research process. Beginning with the 1989 *Index*, state and regional business education publications will be indexed if they meet the following criteria:

1. Publications that are a minimum of 10 pages in length
2. Publications containing at least three substantive articles, preferably research-based.
3. Publications that are distributed to NABTE institutions libraries or to NABTE institution departments in which business education is located.
4. Publications that are provided without charge to the editor.

Any organization or editor who wishes to have a publication included in the *Index* should contact the *Index* editor.

SUGGESTIONS FOR USING THIS INDEX:

The following list shows the subjects in alphabetical order followed by the page number on which the entries begin. Major category headings are capitalized. In the following pages, entries are arranged by subject. You may select a major category and search all of the entries under it, beginning with general (miscellaneous) entries. Alternately, you may select a more specific category to search (subcategories under each major heading). The alphabetical listing below will assist you in your search.

All entries have the title, author(s), journal, (volume and number if applicable), inclusive pages, month, and year. In dissertation listings, the order number (if provided) is shown in parentheses. An explanation of the abbreviations for the names of the indexed publications is shown in the "Publications Indexed" section in the back of this Index. Other commonly used abbreviations follow this listing.

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Key to Abbreviations

Aug	August	Jr	Junior
Ap	April	Mr	March
bul	bulletin	My	May
co	company	Nov	November
Dec	December	no	number
dept	department	Oct	October
ed	edition, editor	pp	pages
Feb	February	rev	revised, revision
Ja	January	Sep	September
Ju	June	vol	volume
Jul	July		

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A Computerized Patient Billing and Recordkeeping Simulation for a Medical Office: Richard A. Robertson, M.D., P.C. Greg Harpole, Gregg McGraw-Hill, 176 pp., \$9.95; IBM PC or XT-DOS 2.0 or higher, 128K, one disk drive, monitor, printer, site license \$250

The development of a competency-based bookkeeping course at Standing Rock College. Levi R. Krein. The University of North Dakota, Master's thesis, 1987

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Mathematics for Business Decisions, 2nd ed., David R. Peterson and Kathleen N. Miller, Gregg McGraw-Hill, 576 pp., \$20

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